



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: February 24, 2016
Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Dave Repinski, Sandy Wormet, John Atkinson, Scott Beard, Bob McClyman, Donna Maly, Stacy Ewert, Muriel Harper, Charlie Krupa, Dave Singer, David Moore, Renee Greenland, and John Earl

Absent: Joy Casperson and John Wenum

Unexcused Absence: None

Staff Present: Craig Gaetzke, Chris Utley, and Kari Labansky

Guests Present: Lisa Paulson

Opening

1. John Earl called the meeting to order. Roll call was taken with 13 members present. After the Pledge of Allegiance, John Earl asked all to remain standing to observe a moment of silence to honor those men and women serving in our armed forces around the world.

Motion was made by David Moore to adopt the February 24, 2016 agenda with the revision of adding "V. Other - Review of Proposed By-Law Changes" after "New Business". Seconded by Bob McClyman. Passed unanimously. MOTION CARRIED.

Motion was made by Donna Maly to adopt the February 24, 2016 meeting minutes. Seconded by Sandy Wormet. Passed unanimously. MOTION CARRIED.

2. President's Comments

John mentioned our building projects have been on hold, but will be soon be gearing up. Our Section 8 office will be moving up to the Adams building. Our 2016 Agency Goals will be presented for approval today.

3. Executive Director's Report

Fred expressed appreciation for our agency, board, staff, and building which we moved into 13 years ago; the funding agency, USDA,

has been a great partner. This is the 50 Year Anniversary of Central Wisconsin Community Action Council, Inc.; we will celebrate at our August Board Meeting. Spring elections are fast approaching; we may experience a change in Elected Official Representatives. We will be visited by a USDA representative today.

Motion was made by Renee Greenland to accept the Executive Director's Report of February 24, 2016 with thanks to Fred. Seconded by Dave Repinski. Passed unanimously. MOTION CARRIED.

4. Budget & Finance Report

Kari presented the Budget & Finance Report. The Statement of Revenues and Expenditures reflected positive cash flows in several of our apartment buildings and the Guardianship Program.

Motion was made by Scott Beard to accept the Budget & Finance Report of February 24, 2016 with thanks to Kari. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

5. Committee Reports

a. PBP Committee

John Earl asked board members to review the PBP Committee report of January 8, 2016. Charlie Krupa called the meeting to order. Roll call was taken with eight members present. Motion passed by unanimous vote approving the agenda with amendment of moving #9-Necedah Senior Housing - Phase II up on agenda. Motion passed by unanimous vote approving minutes of the November 13, 2015 PBP Committee meeting. Joy reported on apartment building occupancy. The Neighborhood Stabilization Program house in Randolph was sold on December 31, 2015. Fred reported on Gomoll's Senior Village project. Motion passed by unanimous vote approving Fred's initiative to move forward with a ten unit building containing eight HOME units and two market rate units and to request \$150,000 for infrastructure from the City of Wisconsin Dells to be paid back over a period of years. With our Mauston Community Sharing Food Pantry lease terminating in May, we will resurrect our Mauston Office Building project. Discussion of Necedah Senior Housing - Phase II postponed. Renee updated the committee on her attendance at the November BOS COC meeting. Muriel provided an update on the Beaver Dam Shelters. Fred reported 21 clients in our Project Chance program. The next meeting will be held on Friday, March 11, 2016.

Fred reported an offer was made on property located in Mauston for our new Mauston Office Building; the offer was contingent on board approval and zoning restrictions. We are waiting to hear from the City of Wisconsin Dells regarding infrastructure assistance for our Gomoll's Senior Village project. More information will follow.

Motion was made by Dave Singer to accept the PBP Committee Report of January 8, 2016. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl asked board members to review the EPF&A Committee report of January 8, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda with the amendment under #11-Other, of adding "Presentation by Roger Herried, Necedah Village Administrator". Motion passed by unanimous vote approving the December 11, 2015 meeting minutes with the exception of #11-[There was discussion about either getting more volunteers to help out at the Beaver Dam Food Pantry or having St. Vincent's take it over.] which will be brought up for further discussion at the next EPF&A Committee Meeting. Necedah Village Administrator, Roger Herried, presented information regarding availability of golf course lots for another senior housing project. Our March 11th committee meetings will be held at the Necedah Library. No Personnel Issues to report. Jim presented the Finance Report. The Neighborhood Stabilization Program house in Randolph was sold on December 31, 2015. Motion passed by unanimous vote recommending full board approval of the 2016 Agency Goals with the amendment of adding #5-Research for new project in Necedah. John requested volunteers for an Ad Hoc Committee Meeting for the purpose of re-writing by-law 2.01 incorporating specific board member responsibilities; meeting will be held on Friday, February 12th at 11:30 am. The next EPF&A meeting will be held on February 12, 2016.

John Earl asked board members to review the EPF&A Committee report of February 19, 2016. John Earl called the meeting to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the January 8, 2016 EPF&A Committee Meeting. The Section 8 unit will be relocating to our Adams building. The December 31, 2015 Cash Balance Report reflected an amount of \$708,441.69. Committee members reviewed our 2016 Agency Goals and discussed possibilities of new building project locations. We are waiting to hear from the City of Wisconsin Dells regarding infrastructure assistance for our Gomoll's Senior Village project. Fred mentioned discussion with New Beginnings regarding monetary reimbursement to CWCAC for shelter operations and fiscal management. National Exchange Bank in Beaver Dam would like to give us cash to use for emergencies; Fred will be presenting ideas for use of funds. Second Harvest Food Bank started a mobile food pantry in Wisconsin Dells. Fred picks up excess food from Second Harvest Mobile Pantry in Beaver Dam one day a month for delivery to our food pantries. Motion passed by unanimous vote approving the revised Board Member Job Description. Motion passed by unanimous vote approving the addition of the revised Board Member Job Description and Code of Conduct as an addendum to the By-Laws. Motion passed by unanimous vote approving submission of

the addendum to the By-Laws to the full board for approval. Property tax exemptions have been submitted. Fred reported on our Payment in Lieu of Taxes for Pine Grove and Wyona Lake Apartments. Committee members reviewed a purchase resolution for a two acre lot in Mauston for our new Mauston office. After a purchase offer was made, we were notified of a zoning restriction requiring apartments be on the second story of a commercial building. Motion passed by unanimous vote requesting full board approval of the purchase resolution pending contingency of a variance being approved by the City of Mauston and County Board for construction of a single story building. Mauston office staff will be relocated to a temporary office at the beginning of March. The next meeting will be held on Friday, March 11, 2016 at the Necedah Library.

Motion was made by Stacy Ewert to accept the EPF&A Committee Report of January 8, 2016. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED. Motion was made by Renee Greenland to accept the EPF&A Committee Report of February 19, 2016. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

b. Ad Hoc Committee

John Earl asked board members to review the Ad Hoc Committee report of February 19, 2016. Charlie Krupa called the meeting to order and motion passed by unanimous vote approving the agenda. Review of By-Law 2.01 - Incorporation of Specific Board Member Responsibilities was completed in the EPF&A meeting reflecting an addendum to the By-Laws of the revised Board Member Job Description and Code of Conduct. Committee members reviewed By-Law 2.02B - Selection of low-income representatives for the board as the State asked us to further define our democratic process. Donna Maly submitted a definition found via internet defining the "Democratic Process". Charlie declared the meeting adjourned.

Motion was made by Stacy Ewert to accept the Ad Hoc Committee Report of February 19, 2016. Seconded by David Moore. Passed unanimously. MOTION CARRIED.

Motion was made by Bob McClyman to have Fred seek clarification from the State on requirements of further defining our democratic process for selection of low-income representatives. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

6. Program Reports

a. Weatherization

b. Homeless

c. Hunger Reduction

Chris Utley presented the Weatherization report. We are at 94.7% of our planned expenditures and 123.5% of our unit goals and are on track

to successfully complete the contract ending on June 30, 2016. A pilot program has been implemented targeting customers in mobile homes and heat with natural gas. We are targeting those clients who currently have an electric water heater and converting these to natural gas. The contract amount is \$3,609,252; to date we have spent \$2,684,078. Total clients served were 385 including 487 audits done and a service goal of 393. To date 294 freezers/refrigerators, 89 furnaces, 173 water heaters, and 25 windows were installed. Craig presented the Homeless Unit report. The Project Chance Program served 52 clients with leasing dollars spent in the amount of \$28,537.70 for January and February. We are seeking a House Manager for the New Beginnings Women's/Families Shelter. The Men's Shelter served 4 clients year to date. Sauk County Rapid Re-Housing served 4 clients year to date with total spent on rent and security deposits in the amount of \$3,564.03. Sauk County Transitional Housing served 2 clients year to date with total spent on rent and security deposits in the amount of \$2,610.00. The Point-In-Time Survey went well in January with 59 people located; 58 were considered sheltered homeless. Total number of clients served to date was 119 compared to 132 in 2015. John Earl presented the Hunger Reduction Program Report indicating 4,104 households were served in December 2015 and 4,377 in November 2015. We currently administer the Section 8 voucher program as an agent of WHEDA in the counties of Adams, Columbia, Jefferson, Marathon, Rusk, Taylor, & Washburn and the City of Eau Claire. We have 651 voucher holders leased up and an additional 5 voucher holders that have ported in to our jurisdiction. The average per unit cost paid directly to the landlord and/or utility company is \$320. We also have 58 veterans vouchers leased up through our VASH voucher program.

Motion was made by Sandy Wormet to accept the Weatherization, Homeless, and Hunger Reduction reports of February 24, 2016. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

7. Old Business

None

8. New Business

Motion was made by Muriel Harper to amend the 2016 Agency Goals by striking under #1 - "...with rented office space & two affordable apartments." The 2016 Agency Goals will now read: 1) Complete property purchase in Mauston & construction of a CWCAC building, 2) Increase unrestricted cash account, 3) Begin construction of Gomoll's Senior Apartment Phase II, 4) Initiate at least one new program, 5) Research for new project in Necedah. Seconded by Renee Greenland. Passed unanimously. MOTION CARRIED. Motion was made by Renee Greenland to approve the 2016 Agency Goals as amended. Seconded by Donna Maly. Passed unanimously. MOTION CARRIED.

After review of the Mauston Property Purchase Resolution, motion made by Donna Maly to amend motion under paragraph two - changing "...rental apartments" to "...rental units". Seconded by David Moore. Passed unanimously. **MOTION CARRIED.** Motion made by Bob McClyman to amend motion under paragraph five - changing "...approves purchasing" to "approves pursuing". Seconded by Stacy Ewert. Passed unanimously. **MOTION CARRIED.** Motion made by Donna Maly to approve the amended Property Purchase Resolution which reads: **WHEREAS:** Central Wisconsin Community Action Council, Inc. has been renting property located at 1 Kennedy Street, Mauston, WI 53948 from Community Sharing Pantry, Inc., Mauston, WI for \$550 per month for over 18 years; and **WHEREAS:** CWCAC, Inc. is committed to our presence in Juneau County and would like to purchase property for construction of a new CWCAC, Inc. single-story office building to accommodate our Wisconsin Home Energy Assistance Program (WHEAP) and Homeless Unit services staff, also offering rental units; and **WHEREAS:** Property has become available for purchase located at Lot B, Vol 8, CSM page 88, Parcel 292511652.27, across from Mauston Senior Village; and **WHEREAS:** The seller, Landmark Credit Union, Tomah, WI, has accepted an offer of \$1,000 less than asking price of \$12,900, **Now there for let it be resolved:** That Central Wisconsin Community Action Council, Inc. Board of Directors approves pursuing the property located at Lot B, Vol 8, CSM page 88, Parcel 292511652.27, Mauston, WI 53948 at a purchase price of no greater than \$11,900 for construction of a new CWCAC, Inc. office building with the contingency of no special assessments (i.e., lateral hook-ups, etc) which should be part of the purchase price and a variance for construction of a single story building granted by the City of Mauston and Juneau County Board; and further **Resolve**, that authority be vested in the President and/or the Executive Director to sign all necessary and required documents for the sales transaction. Seconded by Bob McClyman. Passed unanimously. **MOTION CARRIED.**

Lisa Paulson, Community Services Specialist from USDA, gave a brief presentation on her role with USDA. She will be conducting a brief monitoring review of our building during her visit.

John Atkinson reported that all are invited to the Rio Food Pantry Fundraiser being held on Sunday, May 1, 2016 at 11:00 am at the Rio High School.

9. **Next Meeting**

Wednesday, April 27, 2016 @ 10:00 a.m.

10. Adjourn

John Earl declared the meeting adjourned.

Signed by:



Fred Hebert, Executive Director

February 25, 2016

Date